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ONTARIO

DEPARTMENT OF EDUCATION

TEACHING

IN THE ELEMENTARY SCHOOLS OF ONTARIO

1962

Teaching in the ELEMENTARY SCHOOLS *of Ontario*

Choosing Your Career

If you expect to graduate in the near future from High School, you should soon be ready to make a most important decision—your choice of a career. The advice of your parents and your guidance counsellors, as well as careful consideration of your own abilities and skills, will help you to decide wisely. Your choice may well determine how you will spend a great deal of your life.

Have you considered the occupation of teaching? No school system can be better than its teachers, and the children of our land deserve the best possible instructors. Here is an opportunity for you to serve your community and your country in the education of its future citizens. If you think you would like to work with young children, to help them to learn, to advise them in growth of character, and to guide them during their years in school, perhaps teaching would be a suitable career for *you*.

This booklet has been prepared to provide you with information and help. Read it carefully—study it—think about teaching as a career—ask questions about it. Then, it's up to you!

Opportunities in Teaching

- In September, 1961, there were 38,079 teachers in the elementary schools of Ontario.
- Over 1,400 new teachers were added to the teaching staff last year to take care of increased enrolment of pupils in the schools.
- Some 4,000 new teachers are needed each year to replace those who retire on superannuation or those who withdraw from the profession.
- A continued demand for teachers is ensured by the increasing population of the Province.
- Supervisors, principals, inspectors, superintendents, and Teachers' College staff members are drawn from the ranks of successful teachers.

A TEACHING CAREER OFFERS YOU . . .

- Interesting work with children.
- Membership in a respected profession.
- Opportunities for self-improvement.
- An opportunity for service.

"The future greatness of any nation lies in the hands of those who teach its youth"

Requirements for Teaching

"They are happy men whose natures sort with their vocations"
—BACON

If your nature sorts best with teaching, you should have little difficulty in answering "yes" to the following questions:

- Do I enjoy the company of children?
- Do I like to study?
- Have I good physical and mental health?
- Have I high ideals and good moral character?
- Have I an enthusiastic and cheerful disposition?
- Can I exercise self-control at all times?
- Have I a sense of humour?
- Can I accept criticism and profit by it?
- Have I a sense of responsibility?
- Do I like to exercise my own initiative?
- Am I trustworthy in all things?

If you have been able to answer "yes" to most of the above questions, a career in teaching may be your goal. Other requirements in brief, are:

(a) standing in eight Grade 13 papers, including English Literature and English Composition, for a one-year course; or a high school graduation diploma of the general course with four options, for a two-year course. Should the enrolment in the two-year course have to be limited, a selection may be made on the basis of the academic record of the applicants in Grades 11 and 12. Applicants should send

the required application form to the Deputy Minister of Education by July 16, 1962. *No assurance can be given that applications received after that date will be accepted.*

(b) acceptance by a Teachers' College Committee of Selection;

(c) Completion and submission of a Preliminary Medical Report Card immediately after making application for admission, and later passing a physical examination;

NOTE: An applicant should obtain a Preliminary Medical Report Card from a Teachers' College or the Deputy Minister of Education if one is not forwarded with the application form. The card should be completed without delay, signed by the family physician and returned to Dr. N. W. Roome, Department of Health, 67 College St., Toronto, in the addressed envelope provided. The receipt of the card will be acknowledged; in some cases applicants will be requested to take an advance medical examination; in other cases, the medical examination will be given after the opening of the Teachers' College Course. For further information regarding the medical examination, see page 20 of this booklet;

(d) a certificate of good character;

(e) in the case of an applicant who was born outside the Commonwealth of Nations, evidence that he or she is a British subject or a Canadian citizen, or has filed a declaration of intention to become a Canadian citizen.

For additional information regarding

- Standing accepted as equivalent to Grade 13
- The two-year course
- Application by candidates not now in secondary school
- Application by candidates educated outside of Ontario

see pages 17 and 18 of this booklet.

The Teacher's Task

A teacher has many and varied tasks—helping children to acquire wholesome attitudes, good habits of thinking, useful knowledge, and practical skills. He guides his class through the daily routines of classroom work, teaches lessons, marks and evaluates pupils' work, keeps records, discusses the pupils' problems with their parents, works in close co-operation with principals and supervisors, attends professional meetings, and takes charge of after-school activities. These many duties demand the best that a person can offer.

Every school child is different; each has his own needs, his own interests, and his own capacities. It is the teacher's task to meet those needs and interests and so to satisfy those capacities that the child may develop "in wisdom and stature, and in favour with God and man".

In actual classroom work the teacher spends from 25 to 30 hours each week working directly with his pupils. Outside activities in preparing class work, evaluating pupil progress, and helping with student activities may take another 10 to 15 hours. From September to June of each school year, a teacher's regular work averages about 200 days. The rest of the year a teacher may spend attending summer courses or university summer schools, relaxing, or travelling.

If you decide to become a teacher, you will find many rich rewards. There are the satisfactions of working with children, watching your pupils progress through school and life, and helping young people to strengthen attitudes and develop positive character. Henry Brooks Adams summed it up when he said, "A teacher affects eternity; he can never tell where his influence stops."

Salary, Tenure, Leave, Retirement, Bursaries and Loans

WHAT SALARY WILL A TEACHER RECEIVE?

As individual school boards fix salary payments for schools under their jurisdiction, teachers' salaries vary from community to community. In the first year of teaching, the salary will probably be from $2600 to $3000 or better. Teachers with experience and improved qualifications can earn from $5000 to $6000 or more per annum.

HOW SECURE IS A TEACHER'S POSITION?

Security of tenure is assured by a contract between a teacher and a school board and, in most schools, progress to higher salaries is outlined by an agreed schedule of annual increases. All teachers become members of the Ontario Teachers' Federation which, among other objectives, seeks to promote and advance the interests of teachers and to secure conditions which will make possible the best professional service.

WHAT LEAVE DOES A TEACHER GET?

School law protects teachers from loss of salary through illness for 20 school days in each year. Some school boards have cumulative sick-leave plans which protect teachers from loss during a longer period if they have not used up the sick-leave allowance in previous years. Teachers have vacation months in July and August and are on holiday leave for approximately one week at Christmas and one week at Easter.

WHAT SUPERANNUATION WILL A TEACHER RECEIVE?

Every teacher pays 6% of his salary into a Teachers' Superannuation Fund to which the Provincial Government also makes contributions. Money paid into the fund by a teacher is returned to him if he leaves teaching before being superannuated. There are several types of pension benefits, some of which are more fully outlined on page 19.

WHAT WILL A COURSE AT TEACHERS' COLLEGE COST?

No tuition fees are charged at Teachers' College. A fee of $3.75 is required for a medical examination. If an applicant is rejected as a result of the medical examination, this fee is refunded. The cost of text-books, notebooks, and supplies should not exceed $50.00 for the year. Students' organizations usually collect fees to defray the cost of extra-curricular activities, but the total for these purposes is not likely to exceed $10.00. If you do not live in a city where a Teachers' College is located, you will have the added expense of room and board.

WHAT FINANCIAL AID MAY I OBTAIN?

Provincial Student-Aid Bursaries, Dominion-Provincial Student-Aid Bursaries, and Provincial Student-Aid Loans are available to Teachers' College students who meet the conditions of award. Full information regarding bursaries is given in Circular 115, and regarding loans in Circular 120. Copies of these circulars may be obtained from the Deputy Minister of Education, Parliament Buildings, Toronto 2, Ontario, or from the principals of the Teachers' Colleges.

Ontario Scholarships are available for students in the one-year course, who obtain at least 80% on eight Grade 13 papers written in June, 1962 (including English Composition and English Literature, but not including Problems). Application forms for these scholarships (Form Sec. 123) may be obtained from your secondary school principal and should be sent to the Deputy Minister of Education, Parliament Buildings, Toronto 2, Ontario, by June 30, 1962.

The O.E.A. Elementary Teachers' Loan Fund provides a limited number of interest-free loans to students enrolled at the Hamilton, Lakehead, Lakeshore, London, North Bay, Ottawa, Peterborough, Stratford, Toronto, and Windsor Teachers' Colleges. Information regarding these loans is available from the Deputy Minister of Education, Parliament Buildings, Toronto 2, Ontario, or from the principals of the Teachers' Colleges.

Summer Courses

For an ambitious teacher, the summer vacation provides opportunities for further study and the improvement of qualifications. There are two roads onward for the elementary school teacher, (1) the university route leading to an Arts degree, and (2) summer courses operated by the Ontario Department of Education.

The Teachers' College graduate ordinarily receives an Elementary-School Teacher's Certificate, Standard I. Through summer courses and university study, the young teacher may proceed, through Standards 2 and 3, to the Elementary-School Teacher's Certificate, Standard 4, for which a B.A. degree is necessary. Further information regarding the four levels of the Elementary-School Teacher's Certificate may be found on pages 21 and 22 of this booklet.

UNIVERSITY STUDY

The universities of the Province offer teachers an opportunity to qualify for degrees through extra-mural study and attendance at summer school sessions. Promotion to a principal's position or to a supervisory post usually requires a degree, as does the position of a teacher in the secondary schools. Teachers with a B.A. degree are also qualified to take post-graduate courses at the Ontario College of Education including studies leading to the degrees of Bachelor of Education, Master of Education, and Doctor of Education.

DEPARTMENT OF EDUCATION SUMMER COURSES

Summer courses are conducted by the Ontario Department of Education for the preparation of teachers of certain subjects or classes. These courses do not lead to degrees, but they are sometimes recognized by school boards by salary increases or by special appointment or promotion. Many of the courses offer specialist standing in various subjects of the elementary school programme. Summer courses are usually offered in the following fields:

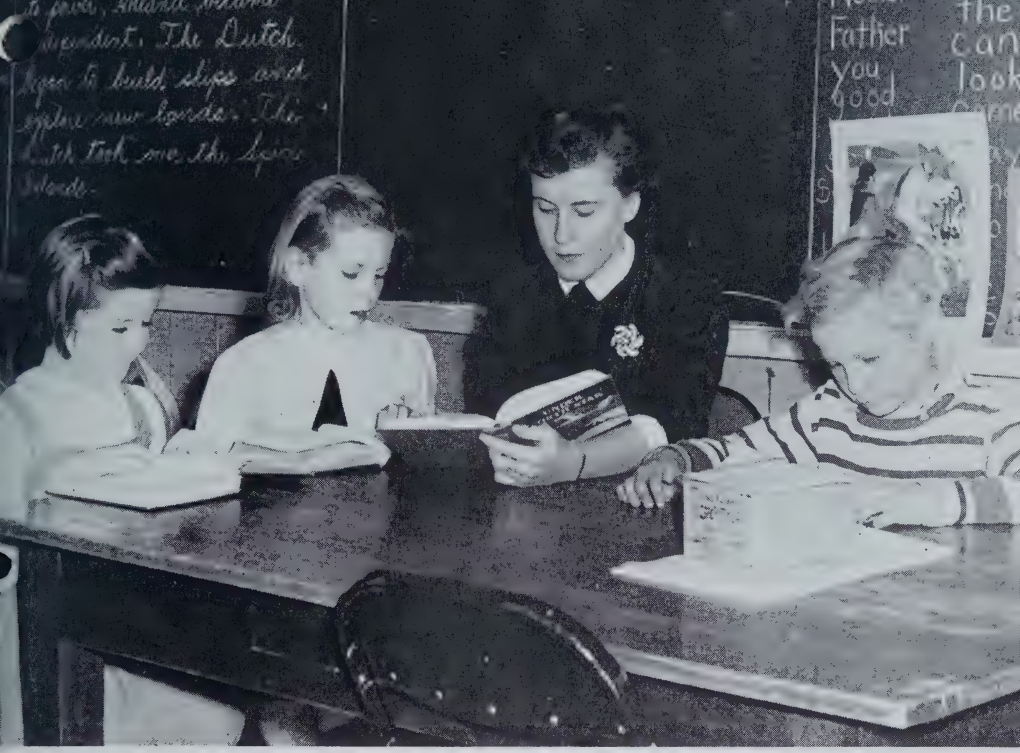
- Agriculture
- Art
- Audio-Visual Aids
- Auxiliary Education
- Guidance
- Home Economics
- Industrial Arts
- Music
- Physical and Health Education
- Primary Methods
- Junior Education
- Intermediate Education
- Elementary-School Teacher Librarians

A SCIENCE PROJECT

DRAMATIZING A SOCIAL STUDIES LESSON IN A PRACTICE CLASSROOM

AN ART CLASS

OBSERVING A TEACHER AT WORK



A STUDENT TEACHER AT WORK IN A RURAL SCHOOL

TEACHING IN THE PRIMARY GRADES

IN THE LIBRARY

A COLLEGE CHOIR

The Education of a Teacher

What are the courses at a Teachers' College like? The work falls naturally into two divisions: (1) the study of teaching methods, together with related academic work, and (2) observation and practice teaching.

In all courses at the College, educational psychology, which includes child study, mental health, and general methodology, receives attention along with school management, which concerns the business affairs of the school and classroom. Each subject of the elementary school curriculum is reviewed from the standpoint of the teacher to show how the subject may best be presented to children. In the two-year course there are certain additional subjects, including the academic study of English, Geography, and History.

Teachers, like other people, learn by doing, and opportunities are given early in the first term for student teachers to observe regular classroom teachers at work in the schools. Practice teaching begins early in the first term, and consists of five orientation lessons, one each week for five weeks, and—distributed throughout the year—approximately eight weeks of continuous classroom experience. The continuous teaching programme permits a student-teacher, in partnership with a fellow student, to work under specially chosen teachers in the urban and rural schools of the College district.

All Teachers' Colleges have interesting extra-curricular activities. There are musical evenings, athletic nights, inter-college meets, excursions, and informal and formal parties.

TEACHING CERTIFICATES

Students in each of the College courses who pass in practice teaching and in the written examinations at the end of their College course will receive an Interim Elementary-School Teacher's Certificate, Standard 1, 2, 3, or 4. The certificate will be made permanent on the recommendation of the school inspector concerned when the teacher has completed two years of successful teaching in the public or separate schools of the Province of Ontario.

For additional information regarding the four levels of the Elementary-School Teacher's Certificate see pages 21 and 22 of this booklet.

THE UNIVERSITY OF OTTAWA TEACHERS' COLLEGE

Applicants for admission to the University of Ottawa Teachers' College, for preparation as teachers in elementary-school classrooms attended by French-speaking pupils where, with the approval of the Minister, both English and French are used as languages of instruction in various subjects of the courses of study, should write to the Deputy Minister of Education, Parliament Buildings, Toronto 2, Ontario for information regarding admission to this College. For further information see page 19 of this booklet.

PRIMARY SCHOOL SPECIALIST CERTIFICATE COURSE

Girls who wish to specialize in the work of junior or senior kindergartens, or the primary grades, may take the Primary School Specialist Certificate Course at Toronto Teachers' College. Applicants for this course must hold:

(a) an Elementary-School Teacher's Certificate

or

a university degree approved by the Minister of Education;

(b) proficiency at the piano satisfactory to the Master in Music at Toronto Teachers' College. (The approximate level of proficiency is Grade IX at the Royal Conservatory of Music, Toronto.)

For further information regarding this course, write to The Principal, Toronto Teachers' College, 951 Carlaw Avenue, Toronto 6, Ontario.

COMPLETING YEAR OF THE IN-SERVICE COURSE

The Completing Year of the In-service Course is offered to students who have attended two Pre-Teachers'-College Summer Courses and who have taught successfully on Temporary Certificates in the public or separate schools of Ontario for two years. (Note: The Pre-Teachers'-College Summer Courses will not be offered in 1962.)

If you decide to enrol at a Teachers' College

- Inform the Principal of your High School of your interest in applying for admission to a Teachers' College. If you are not attending high school, write to the Principal of the Teachers' College in your district.

- About May 1, write to the Deputy Minister of Education, Parliament Buildings, Toronto 2, Ontario, asking for an application form for admission to Teachers' College and a Preliminary Medical Report Card, if you have not already received these forms on the occasion of your interview with the Teachers' College Selection Committee.

- Mail the completed Preliminary Medical Report Card to Dr. N. W. Roome, Department of Health, 67 College St., Toronto, in the addressed envelope provided. The earlier this card is mailed the better.

- Send the completed application form to the Deputy Minister of Education, Parliament Buildings, Toronto 2, Ontario BEFORE JULY 16. Enclose with it the following:

  Proof of age
  Character certificate
  Evidence of academic standing

  Your application is not completed until you have supplied all of these.

  If you fail in any secondary school examination and are appealing the result, apply for admission without waiting for the result of your appeal. Your application will receive attention when your appeal is settled.

- Students are required to attend the Teachers' College in their own district unless proof is submitted with an application that it is to their financial advantage to attend in a different centre. Colleges are located in Hamilton, New

Toronto (Lakeshore Teachers' College), London, North Bay, Ottawa, Peterborough, Port Arthur (Lakehead Teachers' College), Stratford, Toronto, and Windsor.

- About July 16, write to the Principal of the Teachers' College in your district and ask for a list of approved boarding houses if you must live away from home while you attend College.
- In due time you will receive an admission card to the Teachers' College to which you have been assigned. TAKE THE CARD WITH YOU ON OPENING DAY, the second Tuesday in September.

Appendix

ADMISSION REQUIREMENTS FOR ONE-YEAR COURSE

The academic requirement in September, 1962, for admission to the One-year Course leading to an Interim Elementary-School Teacher's Certificate is standing in eight Grade 13 papers, two of which shall be English Literature and English Composition; *or* a degree approved by the Minister of Education, from a university in the Commonwealth of Nations.

In lieu of the Grade 13 standing outlined above, an applicant may forward evidence of successful completion of any *one* of the following:

(i) the Preliminary Year at Assumption University of Windsor;

(ii) the Qualifying University Year at Carleton University;

(iii) the First Year at the University of Ottawa, provided that the course included English 10 or 13;

(iv) the Preliminary Year of Laurentian University of Sudbury, if the course included English 1;

(v) the Preliminary Year at Waterloo University;

(vi) the Two-year Course in Pre-School Education at the Ryerson Institute of Technology;

(vii) the Two-year Course in Home Economics at the Ryerson Institute of Technology. (The Teachers' College Course for applicants admitted under (vii) will be offered at Toronto *only*.)

ADMISSION REQUIREMENTS FOR TWO-YEAR COURSE

Subject to the proviso that the number of admissions for the Two-year Course may have to be limited, an applicant who holds the Secondary School Graduation Diploma of the General Course with at least *four* options will be admitted to the Two-year Course leading to an Interim Elementary-School Teacher's Certificate. Should the enrolment have to be limited, a selection may be made on the basis of the academic record of the appli-

cants in Grades 11 and 12. *Applications should be forwarded to the Deputy Minister of Education, Parliament Buildings, Toronto 2, Ontario, on or before July 16, 1962, and no assurance can be given that applications forwarded after that date will receive consideration.* (Note: Students planning to enter the teaching profession would be well advised to obtain Grade 13 standing required for admission to the One-year Course.)

APPLICANTS NOT NOW IN SECONDARY SCHOOL

If you are not now in High School and wish to become an elementary-school teacher, write to the Principal of the nearest Teachers' College stating that you wish to attend a Teachers' College and asking for an application form and for a Preliminary Medical Report Card.

APPLICANTS EDUCATED OUTSIDE OF ONTARIO

If your secondary school education was obtained outside of the Province of Ontario, you should write to the Registrar, Department of Education, Parliament Buildings, Toronto 2, Ontario, enclosing evidence of your educational standing and stating that you wish to attend a Teachers' College.

COMMITTEES OF SELECTION

Each Teachers' College has a Committee of Selection to interview prospective candidates for the teaching profession. The Principal of the College is Chairman of this Committee and members are drawn from the College staff, local inspectors, and representatives of the Teachers' Federation. A member of the Committee of Selection will visit each High School during the January to June term to meet students, who are interested in teaching. If you have met such a person, you have already been interviewed by the Committee. If you were unable to meet a representative of the Committee, you should get in touch with the Principal of your district Teachers' College to arrange a suitable time for an interview.

SPECIAL REQUIREMENTS FOR THE UNIVERSITY OF OTTAWA TEACHERS' COLLEGE

1. Course leading to the Interim Second Class Certificate

For admission at the University of Ottawa Teachers' College in September, 1962, to the One-year Course leading to the Interim Second Class Certificate an applicant will be required to submit evidence that he holds the Secondary School Graduation Diploma of the General Course with at least four options, one option of which shall be French Literature and French Composition.

2. Course leading to the Interim Elementary-School Teacher's Certificate at the University of Ottawa Teachers' College

For admission at the University of Ottawa Teachers' College to the One-year Course leading to the Interim Elementary-School Teacher's Certificate an applicant will be required to submit evidence that he holds standing in eight Grade 13 papers, one of which shall be either English Literature or English Composition, and a second shall be either French Literature or French Composition.

An applicant may submit, in lieu of the Grade 13 standing outlined for this course, evidence of successful completion of the First Year at the University of Ottawa provided that the course includes English 10 or 13, and Français 1 or 13, or evidence of successful completion of the First Year at the Laurentian University of Sudbury provided that the course includes English 1 and Français 1.

SUPERANNUATION FUND

As noted on page 6, every public or separate school teacher in Ontario pays 6% of his salary into a superannuation fund which also receives contributions from the Government of Ontario. Full pensions are granted to teachers who complete

forty years of service at any age, or who have taught thirty-five years and have reached the age of sixty-two years. Pensions of lesser amount are payable to teachers with from thirty to thirty-five years of teaching experience, and also to teachers of at least sixty-two years of age who have twenty-five years of teaching experience, provided that five of these years have been taught after the age of fifty-five. The amount of the annual pension depends on the number of years of contribution and on the average salary of the last ten years of teaching. Teachers who are incapacitated by illness after at least fifteen years of service may also qualify for a pension under certain conditions.

MEDICAL EXAMINATION

All applicants for the teaching profession in Ontario are required to pass a medical examination, including a chest X-ray, as arranged by the Teacher Education Medical Board. The main purpose of this examination is to select for the profession persons who are in reasonably good health. An incidental benefit of the examination is the disclosure of defects which may be corrected or improved by proper treatment. Each medical examiner is asked to advise the applicant of any such defects and to suggest treatment by the applicant's own physician. When such a defect may be easily and promptly remedied, the applicant may be required to obtain treatment before acceptance.

Applicants will not be accepted when they are found to have:

(1) A disease which might endanger the health of their future pupils—for example, recent active tuberculosis or other communicable infections.

(2) A severe defect of vision, hearing, or speech; epilepsy (except as noted on page 21); serious and repeated or recent mental illness; or a marked cosmetic or orthopedic defect including dwarfism and gross obesity. Such defects are considered from the standpoint of the applicant's ability to conduct classes effectively.

(3) A disease of such nature that the applicant would not likely be able to fulfil the usual duties of a teacher; examples would be: severe heart disease, uncontrollable diabetes, etc.

Where the medical report discloses conditions that may not, at the time, warrant exclusion but that may in future interfere with the person's teaching career, the student is permitted to continue his course, provided that he signs a waiver of disability privileges under the Teachers' Superannuation Act. Acceptance with a waiver may apply when there is a history of mental illness, of tuberculosis (with evidence of inactivity); to most cases of diabetes; to heart disease without much disability; and to various other conditions which increase the risk for insurance purposes. Epilepsy of a moderate degree and well controlled by moderate amounts of medication may be acceptable with waiver. Overweight, with its predictable effects on the heart and circulation, is a frequent reason for the imposition of a waiver.

Advance medical examinations may be arranged in or near most Teachers' College areas and should be requested by an applicant who is doubtful of his acceptability. This examination should be about three months before the beginning of the course which it is proposed to attend and should be requested in a letter outlining the medical problem involved, addressed to the Deputy Minister of Education, Parliament Buildings, Toronto 2, and should be accompanied by a cheque or money order for the medical examination fee of $3.75 made payable to the Provincial Treasurer of Ontario.

CERTIFICATION OF ELEMENTARY-SCHOOL TEACHERS

There are four levels of Elementary-School Teacher's Certificate.

Elementary-School Teacher's Certificate, Standard 1 (EST 1)
Elementary-School Teacher's Certificate, Standard 2 (EST 2)
Elementary-School Teacher's Certificate, Standard 3 (EST 3)
Elementary-School Teacher's Certificate, Standard 4 (EST 4)

STANDARD 1 CERTIFICATE

Graduation from an Ontario Teachers' College course other than the Second Class Course at the University of Ottawa Teachers' College and the Primary School Specialist Certificate Course.

STANDARD 2 CERTIFICATE

Standard 1 Certificate or equivalent;

Credit in *five* approved university subjects for each of which, to a maximum of five, successful completion of a five-week Ontario Departmental summer session may be substituted.

STANDARD 3 CERTIFICATE

Standard 1 Certificate or equivalent;

Credit in *ten* approved university subjects for each of which, to a maximum of five, successful completion of a five-week Ontario Departmental summer session may be substituted. (Note: Teachers applying for Standard 3 Certificates will be permitted to substitute successful completion of a five-week Ontario Departmental summer session, attended prior to September 1, 1964, for one required university subject to a maximum of *ten*.)

STANDARD 4 CERTIFICATE

Standard 1 Certificate or equivalent;

B.A. degree from an Ontario university or a degree the Minister deems equivalent thereto.

ONTARIO

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